

# Master of Social Work (MSW)

## Syllabus - First Semester

### BASICS OF SOCIAL WORK

Course Code: SCW4102

Credit Units: 03

#### Course Objective:

- To understand the concept of social work.
- To get acquainted with the approaches and ethics of social work.
- To understand the areas of social work.

#### Course Contents:

##### Module I: Concepts in Social Work and Social Work Practice

Objectives and Functions of Social Work; Methods of Social Work (Primary and Secondary methods of social work); Social Service; Social Services

Social Exclusion (marginalization, exploitation, oppression); Empowerment

Social Development, Social Change, Social Action, Social Activism

Human rights and Human Rights Perspective

##### Module II: Approaches

The Concept of Social Welfare; Welfare approach,

Remedial and Therapeutic Approach,

Social Development Approach

Conflict Oriented Approach

##### Module III: The Profession of Social Work

The Basic Values and Principles of Professional Social Work

Religious, Political and Utilitarian Values

Code of professional ethic

Professional status of Social work in India

##### Module IV: Fields of Social Work

Family & Child Welfare;

Women Centric Practice

Medical and Psychiatric Social Work

Criminology and Correctional Work

##### Module V: HRD and HRM

Social Welfare Administration

Urban and Rural Community Development;

Dalit and Tribal Community Organization

Livelihoods and Social Entrepreneurship

#### Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

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## **WORK WITH INDIVIDUALS AND FAMILIES: SOCIAL CASE WORK**

**Course Code: SCW4103**

**Credit Units: 03**

### **Course Objective:**

- To be introduced to the method of working with individuals
- To understand the various contexts and the dimensions of issues and problems that individuals face and critically analyze them
- To be exposed to the approaches of social work practice with individuals
- To acquire the skills and techniques of working with individuals
- To comprehend the diversity of practice settings

### **Course Contents:**

#### **Module I: Social Casework as a Method of Social Work**

Concept and Definition of Casework; Adjustment and maladjustment; Historical development of Social Casework; Influence of psychoanalysis on casework.

Principles of Social Casework Practice: Individualization, Acceptance, Non-judgmental Attitude, Participation, Relationship, Purposeful expression of feelings, Controlled emotional involvement, Client Self Determination, and Confidentiality

Components of Casework: Person- client, significant others and collaterals; Problem- need, impaired social functioning; Place- agency, objectives, functions, policies and resources; Process- Study, assessment, intervention, evaluation, follow-up, termination.

Skills and Techniques of working with individuals and families: Supportive, resource enhancement and Counselling, Knowledge of resources (networking)

Essential qualities in the caseworker: empathy, non-possessive warmth, genuineness.

Self as a professional: Conflicts and dilemmas in working with individuals and families.

#### **Module II: Approaches and Models to understand clients and their contexts**

Psycho Social Diagnostic approach (Richmond), Supportive and Modificatory Approach (Hamilton), Classified Treatment method (Florence Hollies)

Psychoanalytical, Functional approach

Problem solving approach (Perlman), Crisis intervention (Rappaport), Competence based approach (Elleen Grabrill), Empowerment approach

Family intervention, Person-in-Environment Model

Transactional Analysis, Holistic approach, Eclectic approach.

#### **Module III: Case work tools**

Listening, Communication Skills, Rapport Building.

Interview, Observation, Home visit, collateral contacts, referrals

Records: Nature, purpose and principles of recording. Types of Recording: narrative, process, problem oriented record keeping. Case history taking Use of case work records as tool of intervention.

Subjective –objective assessment plan (SOAP). Modeling, role-playing and confrontation

Case presentation as tool of professional development. Developing self awareness, JoHari window, dealing with stress and burnout

#### **Module IV: Casework Process**

Phase 1 – Exploration of person in environment

Phase 2 - Multidimensional assessment and planning, multidimensional intervention

Phase 3 – Helping: implementing intervention and goal attainment

Phase 4 – Termination and evaluation, follow up

Case worker - client Relationship; characteristics of professional relationship: transference, counter transference and resistance; sustaining the relationship; obstacles in client - worker relationship.

### **Module V: Application of Method**

Types of problems faced by Individuals and families; individual differences and needs; Primary and secondary settings

Application of methods in family, women, and child welfare settings

Marriage Counselling centers

School settings

Medical and psychiatric settings

Correctional institutions and industry

### **Examination Scheme**

<b>Components</b>	<b>CT</b>	<b>CT/H/P/V/Q</b>	<b>CT</b>	<b>A</b>	<b>EE</b>
<b>Weightage (%)</b>	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

### **References**

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- Timms, N. (1972). Recording in social work: Routledge and K. Paul.
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# WORK WITH GROUPS: SOCIAL GROUP WORK

Course Code: SCW4104

Credit Units: 03

## Course Objective:

- To understand of group work as a method of professional social work
- To learn theoretical approaches that inform group work practice.
- To gain insight into dimensions of group processes and group work practice
- To develop competencies for working with groups in diverse settings.

## Course Contents:

### Module I: Social groups and Group Work

Definition, Characteristics, and Importance Classification of Groups

Cooley, Sumner, MacIver & Page, Tosel and Rivas Theories of Group formation

Social Group Work – Concept, Historical development of Group Work, Values and Skills

Principles and Purpose of Group work

### Module II: Theoretical approaches of group work practice

Psychoanalytic, Learning, Field, Social Exchange, Systems theories.

Stages of Group Development – Tuckman, Klien, Garland, Jones & Kolodny.

Models of social group work – Social goals, Remedial, Reciprocal models.

Programme development process, Programme Media.

### Module III: Basic Group Processes

Sub-group, Group conflict, Group decision making,

Leadership in groups.

Group dynamics – Concept, and Areas – Communication and Interaction Patterns, Group Cohesion,

Social Control Dynamics and Group Culture.

### Module IV: Stages or Phases of Group work

Pre group formation, Beginning phase, Middle/Working phase and Termination phase, Follow up,

Facilitation Skills and Techniques used in these Phases.

### Module V: Group Work Practice in diverse settings

Disaster victims, Substance abusers, Alcohol Anonymous and elderly care – Role of group worker –

Group psychotherapy, Group work Recording, Monitoring and Evaluation.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance,

EE: End Semester Examination

## References

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# RESEARCH METHODS IN SOCIAL WORK: QUANTITATIVE APPROACH

Course Code: SCW4105

Credit Units: 03

## Course Objective:

- To develop an understanding about the scientific approach to human inquiry.
- To develop an appreciation of the value and approach in social work research in addressing problems in the field of professional practice.
- To develop attitudes and skills appropriate for social work research.
- To acquire the skills for data analyses and research writing

## Course Contents:

### Module I: Introduction

Meaning, purpose and Dimensions of Research, Paradigms of research: Quantitative and Qualitative Approaches; Types of variables; Levels of measurement

The main preoccupations of quantitative researchers: Measurement, Causality, Generalization, Replication.

Distinction between social research and social work research

Introduction to sampling, sampling error, types of probability sample, sample size, types of non-probability sampling

### Module II: Analytic Techniques

Univariate analysis: Frequency tables, measures of central tendency, measures of dispersion

Bivariate analysis: Pearson's r, Spearman's rho

Inferential Analyses: measures of association, tests of significance (chi square, t-test,) analysis of variance (ANOVA)

Multivariate analysis: Regression; Factorial Analysis; Path Analysis

### Module III: Social Work Research

Use of research in social work; Intervention research and practice based research, Difference between social science research and social work research.

Types of social work research: need assessment studies, situational analysis, monitoring and evaluation, impact assessment, policy research

Steps in Social Work Research: identification of problem; need assessment; selection of research design; baseline study; intervention; assessment of intervention effects/impact; data editing and classification, data processing and analysis, report writing.

### Module IV: Research Designs in Social Work Research

Scientific Social Surveys and field studies

Experimental study design, logic of experimentation, causation and control, randomization and matching internal validity

Types of experimental design (pre-experiment, true experiment, quasi experiment, external validity)

Other research approaches supportive to social work research: Action research; Participatory research

### Module V: Scaling Techniques and Psychometric worth of data

Objective tests and scales; Difference between test, scale, questionnaire and inventory,

Scaling Techniques: Likert, Thurstone, Guttman.

Reliability: The concepts of variance in and stability and consistency of measures; the maximum principle; Internal reliability; Inter-observer consistency. Types of reliability

Validity: Concept; Relationship between reliability and validity; Types of validity

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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- Wilkinson, T.S. & Bhandarkar, P. L. (1984) *Methodology and Techniques of Social Research*, Bombay: Himalaya

# FIELD WORK PRACTICUM-I

Course Code: SCW4107

Credit Units: 04

## Course Objective:

The emphasis is on-learning skills which revolve around specific tasks where cause-effect relationships are understood, where the persons have problems but they are more victims of their life circumstances rather than of pathology for which great knowledge of psychological and social dynamics would be required and lower order of skills of intervention is required to be utilized. The processes dealt with at the individual, group or community is specific. Show dynamics but do not require unusual skills of intervention. Administrative tasks are also specific, e.g. planning and programming around a specific service.

The specific objectives of field-work in the first semester may include:

Development of the knowledge of:

- (a) Socio-economic background and the living condition of tire vulnerable groups and the problems confronting them.
- (b) Problem-solving techniques utilized in the specific area of work of the organization where student is placed.
- (e) The use of simple research procedures and maintenance of scientific data to assess problems/needs/agency.

Development of skills in:

- (a) Work with individuals, families, groups and communities and seeing the need for an integrated approach to problem solving.
- (b) Selecting and utilization of community resources.
- (c) Work as a member of a team with other professional anti own discipline to, plan, organise and implement projects, programmes with emphasis cm the use of the process in problem-assessment and problem solving.

Development of professional attitudes, conducive to work with individual families group and communities, leading gradually to an awareness of self as a professional person.

Efforts will be made to work out objectives in each semester for every student in field practicum according to the nature and services of the agency and his performance will be evaluated accordingly.

## Methodology

Each student will engage themselves in interaction and observation of social phenomenon and processes in a subject/ field of their choice. Student will then present their findings in the form of a paper for seminar discussions. Similarly, field work will be done by students in their area of interest and present their practical observations, as a report with analysis and suggestions.

## Examination Scheme:

Field/Seminar Report :	40 marks
Viva-Voce :	30 marks
Internal Faculty and Interaction :	10 marks
Presentation/Daily Diary Report :	20 marks

# Syllabus - Second Semester

## SOCIAL POLICY AND SOCIAL WELFARE ADMINISTRATION

Course Code: SCW4201

Credit Units: 03

### Course Objective:

- To gain knowledge of policy analysis and the policy formulation process.
- To acquire skills in critical analysis of social policies and development plans.
- To develop an understanding of social policy in the perspective of national goals as stated in the Constitution, particularly with reference to Fundamental Rights and the Directive Principles of State Policy.
- To critically understand the concept, content and process of social development.
- To develop the capacity to identify linkages among social needs, problems, development issues and policies.
- To locate strategies and skills necessary for social development and reinforce values of social justice, gender justice and equality.

### Course Contents:

#### Module I: Social Policy and Constitution

Concept of social policy, sectoral policies and social services. Relationship between social policy and social development. Values underlying social policy and planning based on the Constitutional provisions (i.e. the Directive Principles of State Policy and Fundamental Rights) and the Human Rights. Different models of social policy and their applicability to the Indian situation.

#### Module II: Sectoral Social Policies in India

Evolution of social policy in India in a historical perspective.

Implementation of different sectoral policies related to education, health, social welfare, women, children, welfare of backward classes, social security, housing, youth, population and family welfare, environment and ecology, urban, rural and tribal development, and poverty alleviation.

#### Module III: Social Planning

Concept and scope of social planning;

Goals of social development. The popular restricted view of planning for social services;

The wider view as inclusive of all sectoral planning to achieve social goals.

Indian planning in a historical perspective; The Constitutional position of planning in India.

The legal status of the Planning Commission; Coordination between Centre and State;

Need for decentralization; Panchayath Raj; People participation.

#### Module IV: Social Development

Concept of social development; Current debates about development;

Approaches to development; Social Development Index and Social Progress Index; Social capital;

Social development, community and reciprocity; Sustainable and equal society; Importance and challenges of a developing society;

Social development strategy of empowering people by transforming institutions

#### Module V: Procedures in registering an organization and its administrative processes

Societies Registration Act, 1860, Indian Trust Act, 1882, The Companies Act, 1956. Administrative Structure – Memorandum of Association, Bye laws, Constitution, Deed, Functions and responsibilities of governing board, committees and office bearers. Administrative structure of social welfare at the Central, State and Local level – Programmes of Central Social Welfare Board and State Social Welfare Boards.

Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting (POSDCORB) – Mobilization of financial resources - Grants in Aid – Foreign Contribution Regulation Act, 1976 – Exemption from Income tax – Administrative skills – Writing reports, letters and minutes of meetings – Project formulation, implementation, monitoring and evaluation.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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# SOCIAL WORK WITH COMMUNITIES

Course Code: SCW4202

Credit Units: 03

## Course Objective:

- To gain knowledge about the primary method of social work practice with communities.
- To understand the techniques and approaches of social work practice with communities.
- To acquire the skill of working with communities.

## Course Contents:

### Module I: Community organization

History, Concept, Principles, Assumptions and Objectives

Community Organization and Community Development

Process of community organization: Study and Survey, Analysis, Assessment, Discussion, Organization, Action, Reflection, Modification and Continuation.

### Module II: Models of community organization

Locality development, social planning, social action

Skills in community organization: Communication, Training, Consultation, Publicrelations, resource mobilization, liaisoning.

Approaches to community organization; General content, Specific content and Process objective.

### Module III: Methods of community organization

Awareness creation, Planning and Organizing, Education, Networking, Participation,

Leadership; Community organization with vulnerable communities; Migrants, Refugees,

Slum dwellers and transgender.

### Module IV: Social Action in Community Organization

Concept, Purpose, Strategies and Tactics in Social Action

Social Action as a method of social work

Approaches to social action; Paulo Friere, Saul Alinsky, Mahatma Gandhi and Ambedkar.

### Module V: Concept of advocacy as a tool

Strategy for advocacy: Campaigning, Lobbying, Use of media and public opinion building in advocacy

Coalition and Network building, linking up protest movement with development work.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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# COMMUNITY ORGANIZATION AND SOCIAL ACTION

Course Code: SCW4204

Credit Units: 03

## Course Objective:

To understand theory and practice of social work in community

## Course Contents:

### Module I: Community Work and Social Action

Definition of Community, Types of Communities. Difference between Rural and Urban Communities, Power Structure in the Community, Community Leaderships  
Types of Community Leaders, Role of Community leaders in Community Development.

### Module II: Strategies of Community Work and Social Action

Approaches to Community Work: Neighborhood Development, Systems and Radical, Politics and Community Work, Role of Community Organiser and Social Activist, Contemporary Social Action Interventions in India

### Module III: Community Organization

Definition, Objectives, Community Organization as a Method of Social Work  
Various approaches to Community Organization; General content approach, Specific content approach, Process content approach.  
Community organization and Development

### Module IV: Methods of Community Organization

Fact Finding, Planning, Group Decision Making, Conference and Committee Practice, Co-operative action negotiation, consultation, Methods of Conflict Resolutions, Resource Mobilization, Administration, Recording Evaluation, Skill required for Community Organization.

### Module V: Application of Community Organization Methods

Application in Slums, Rural areas, during Flood, Famine and War. Community Organization for prompting Public Health and Family Welfare.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

- Siddiqui H. Y. (1977), Working with Communities, New Delhi: Hira Publication.
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# RESEARCH METHODS IN SOCIAL WORK: QUALITATIVE APPROACH

Course Code: SCW4205

Credit Units: 03

## Course Objective:

- To understand various styles of interpretation of qualitative data.
- To analyze the relative appropriateness of different analysis approaches for a particular qualitative study.
- To apply one or more analytic approaches to data they have been collected and write a report.
- To understand ethical issues for qualitative research.
- To manage qualitative data files effectively to ensure ease of use and participant confidentiality.
- To use the basic and intermediate functions of a computer software program for coding of textual data.

## Course Contents:

### Module I: Introduction

Differences between Qualitative and Quantitative research

Nature and traditions of qualitative research: Naturalism, Ethnomethodology, Emotionalism, Post-Modernism,

Deductive and Inductive approaches to data collection

Paradigmatic issues in Qualitative research

### Module II: Qualitative Validity

Reliability and Validity: Types and procedures

Criteria for evaluating the worth of qualitative research: Credibility, Transferability, Dependability, Conformability. Triangulation

Collaborative Enquiry

### Module III: Theoretical Background for Qualitative Research

Phenomenology: Realistic and Constitutive Phenomenology, Existential analysis,

Constructivism: Social constructivism and Psychological Constructivism

Metaphysics: Existentialism

Grounded theory: Goals and Perspectives, Methods: Axial coding and selective coding

### Module IV: Methods of Data Collection

Interview: Purposes; Stages; Types: Structured, Semi-structured and Unstructured; Advantages and disadvantages associated with each; Interviewing Skills;

Focus group: Uses, recording and Transcription, size of groups, Limitations

Discourse analysis; Narrative analysis; Rhetorical analysis; Conversational analysis

Ethnography and participant Observation: Forms; Logistics; Advantages and disadvantages; Confidentiality; Taking and expanding field notes; Documenting; Being an effective participant observer

Documents as sources of data: Personal, Public, Organizational, Mass-Media, visual and virtual

Qualitative content analysis; mixed methods analysis

### Module V: Use of Computers and Software

Qualitative Data Analysis (QDA) Softwares: Computer Assisted Qualitative Data Analysis Software (CAQDAS); MAXQDA

Defining Variables; Developing coding systems; Tabulating Data

Quantification in qualitative research: Thematic, Quasi-Quantification in qualitative research

Data Analysis and knowledge management

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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# SKILL BASED PROJECT

Course Code: SCW4206

Credit Units: 01

## Course Objective:

The aim of the skill based project is to help learners acquire specific skills to deal with situations encountered during practice and acquire skills for intervention. It provides learner with an opportunity to further their intellectual and personal development in the chosen field by undertaking a significant practical unit of activity. The project can be defined as a scholarly inquiry into a problem or issues, involving a systematic approach to gathering and analysis of information / data, leading to production of a structured report.

These may be for problems/ concerns, issues or situations like work with alcoholics, HIV/AIDS affected persons, adolescents for life skills development, youth for leadership development and couples for marital relationship and enrichment work with elderly. The skill based project is primarily to enhance skills/ develop new skills for practice in specific situation, specific problems and issues.

## Chapter Scheme and distribution of marks:

Chapter 1: Introduction – 10 marks

Chapter 2: Conceptual Framework/ National/International Scenario – 25 marks

Chapter 3: Presentation, Analysis & Findings -- 25 marks

Chapter 4: Conclusion & Recommendations -- 10 marks

Chapter 5: Bibliography -- 05 marks

## Project Report Power Point Presentation & Viva

75 marks 25 marks

## Components of a Project Report

The outcome of Project Work is the Project Report. A project report should have the following components:

**1- Cover Page:** This should contain the title of the project proposal, to whom it is submitted, for which degree, the name of the author, name of the supervisor, year of submission of the project work, name of the University.

**2- Acknowledgement:** Various organizations and individuals who might have provided assistance /cooperation during the process of carrying out the study.

**3-Table of Content:** Page-wise listing of the main contents in the report, i.e., different Chapters and its main Sections along with their page numbers.

**4- Body of the Report:** The body of the report should have these four logical divisions  
a) **Introduction:** This will cover the background, rationale/ need / justification, brief review of literature, objectives, methodology (the area of the study, sample, type of study, tools for data collection, and method of analysis), Limitations of the Study, and Chapter Planning.  
b) **Conceptual Framework / National and International Scenario:** (relating to the topic of the Project).

c) **Presentation of Data, Analysis and Findings:** (using the tools and techniques mentioned in the methodology).

d) **Conclusion and Recommendations:** In this section, the concluding observations based on the main findings and suggestions are to be provided.

**5- Bibliography or References:** This section will include the list of books and articles which have been used in the project work, and in writing a project report.

**6- Annexures:** Questionnaires (if any) relevant reports etc.

(The main text of the Project should normally be in the range of 5000 words. However, there may be annexure in addition to the main text)

### **The Steps of a Project Report**

**Step I:** Selection of the topic for the project by taking following points into consideration:  
Suitability of the topic.

Relevance of the topic.

Time available at the disposal.

Feasibility of data collection within the given time limit.

Challenges involved in the data collection (time & cost involved in the data collection, possibility of getting responses, etc.)

**Step II:** Finalisation of the Topic and preparation of Project Proposal in consultation with the Supervisor.

**Step III:** Collection of information and data relating to the topic and analysis of the same.

**Step IV:** Writing the report dividing it into suitable chapters, viz.,

Chapter 1: Introduction,

Chapter 2: Conceptual Framework / National & International Scenario.

Chapter 3: Analysis & Findings

Chapter 4: Conclusion and Recommendations.

**Step V:** The following documents are to be attached with the Final Project Report.

1) Approval letter from the supervisor (Annexure-IA)

2) Student's declaration (Annexure-IB)

3) Certificate from the Competent Authority of the Organisation / Institution, if the student undertakes the Project Work in any Organisation / Institution.

### **Guidelines for Evaluation:**

- Each of the students has to undertake a Project individually under the supervision of a teacher and to submit the same following the guidelines stated below.
- Language of Project Report and Viva-Voce Examination may be English. The Project Report must be typed and hard bound.
- Failure to submit the Project Report or failure to appear at the Viva-voce Examination will be treated as "Absent" in the Examination. He /she has to submit the Project Report and appear at the Viva-Voce Examination in the subsequent years (within the time period as per University Rules).
- No marks will be allotted on the Project Report unless a candidate appears at the Viva-Voce Examination. Similarly, no marks will be allotted on Viva-Voce Examination unless a candidate submits his/her Project Report.
- Evaluation of the Project Work to be done jointly by one internal expert and one external expert with equal weightage, i.e., average marks of the internal and external experts will be allotted to the candidate.

## FIELD WORK PRACTICUM-II

Course Code: SCW4207

Credit Units: 04

### Course Objective:

The emphasis is on-learning skills which revolve around specific tasks where cause-effect relationships are understood, where the persons have problems but they are more victims of their life circumstances rather than of pathology for which great knowledge of psychological and social dynamics would be required and lower order of skills of intervention is required to be utilized. The processes dealt with at the individual, group or community is specific. Show dynamics but do not require unusual skills of intervention. Administrative tasks are also specific, e.g. planning and programming around a specific service.

The specific objectives of field-work in the second semester may include:

1. Development of the knowledge of:
  - (a) Socio-economic background and the living condition of tire vulnerable groups and the problems confronting them.
  - (b) Problem-solving techniques utilized in the specific area of work of the organization where student is placed.
  - (e) The use of simple research procedures and maintenance of scientific data to assess problems/needs/agency.
2. Development of skills in :
  - (a) Work with individuals, families, groups and communities and seeing the need for an integrated approach to problem solving.
  - (b) Selecting and utilization of community resources.
  - (c) Work as a member of a team with other professional anti own discipline to, plan, organise and implement projects, programmes with emphasis cm the use of the process in problem-assessment and problem solving.
3. Development of professional attitudes, conducive to work with individual families group and communities, leading gradually to an awareness of self as a professional person.

Efforts will be made to work out objectives in each semester for every student in field practicum according to the nature and services of the agency and his performance will be evaluated accordingly.

### Methodology

Each student will engage themselves in interaction and observation of social phenomenon and processes in a subject/ field of their choice. Student will then present their findings in the form of a paper for seminar discussions. Similarly, field work will be done by students in their area of interest and present their practical observations, as a report with analysis and suggestions.

### Examination Scheme:

Field/Seminar Report :	40 marks
Viva-Voce :	30 marks
Internal Faculty and Interaction :	10 marks
Presentation/Daily Diary Report :	20 marks

# Syllabus - Third Semester

## SOCIAL JUSTICE AND EMPOWERMENT

Course Code: SCW4302

Credit Units: 03

### Course Objective:

- To understand the concept of social justice and acquire information on the legal rights of people.
- To develop an understanding of the legal system and get acquainted with the process of the legal system with emphasis on functioning in India.
- To understand the role of the police, prosecution, judiciary and correction.
- To gain insight into the problems faced by the people belonging to different strata of society, in interacting with this system.
- To develop an understanding of the processes and problems of public interest litigation and legal aid to marginalized.

### Course Contents:

#### Module I: Social Justice

Meaning and Concept; Social legislation: Definitions and concept. Social justice as an essential basis of social legislations; Social legislations in a welfare state with special reference to India.

Rights: Concept and definitions; Types of Rights; Rights of women and children; Rights of Scheduled Castes and Scheduled Tribes; Rights of accused and offender under Constitution of India, Indian Penal Code and Criminal Procedure Code.

#### Module II: Division of Law

Substantive Law and Procedural Law. Legislations pertaining to Social Institutions: Marriage, divorce, maintenance of spouse, adoption.

Legislations for prevention of Crime and Deviance: Indian Penal Code (relevant chapters on Offences against Public Tranquility, Public Health, Safety, Convenience, Decency and Morals, Offences relating to Religion, Offences affecting the Human Body, Offences relating to Marriage and Cruelty).

Legislations pertaining to women

#### Module III: Criminal Justice System in India

Objectives of Criminal Justice System.

Police: Structure, powers and functions and their role in maintaining of peace and order in the society.

Prosecution: Meaning, structure and role in criminal justice; Trial participation.

Administration of criminal justice system; Understaffed police and judiciary, and lack of political will as ailments of criminal justice system in India

#### Module IV: Judicial System in India

Constitution of Supreme Court and High Court: Powers and functions.

District and Subordinate Courts: District Sessions Court, Magistrate Courts, Family Courts, Tribunals, Fast Track Courts, Lok Adalats.

Salient features of judicial system in India.

Judicialactivism.

#### Module-V: Correction and Correctional Laws

Corrective measures as per Criminal Procedure Code, Probation of Offenders Act, Juvenile Justice (Care and Protection of Children) Act. Legal Aid: Concept of legal-aid, history of legal-aid, persons needing legal-aid, legal-aid schemes.

Public Interest Litigation: Meaning, Concept, Process and Problems.

Right to Information Act- Provisions and implementation.

Role of Social Worker: Social Work intervention, need, methods.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

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# COMMUNICATION AND COUNSELLING

Course Code: SCW4303

Credit Units: 03

## Course Objective:

- To understand the meaning and importance of communication in day-to-day life.
- To identify salient features of effective interpersonal communication and interviewing.
- To develop holistic understanding of Counselling as a tool for help.
- To acquire knowledge of various approaches: their theoretical under-pinnings for goals, values, processes and techniques.
- To develop and practice skills of communication and interviewing and applying it in real life situations.

## Course Content:

### Module I: Communication: Meaning and importance

Basics of Communication: Process, components, types Verbal and nonverbal communication; Interpersonal and Interpersonal communication; Education and communication for national development.

Interviewing: Objectives, principles of interviewing, interviewing skills: listening, reflection, questioning, confronting.

Formal verbal communication in seminars, conferences, lectures, group discussion, panel discussion, symposium, workshop, role playing, simulation exercises

Written communication: reports, letters, e mails, article/essay, project report.

### Module II: Visual aids in communication

Posters, notice boards, flip charts, charts, flash cards, photographs, pamphlets, slide shows.

Mass Communication: Television, exhibition, newspapers and magazines, advertisements, radio, film, VCD/ DVD, social media and internet.

Impact of mass communication on society, family, marriage and child development.

Communication Analysis and Planning: Planning and executing a communication campaign on an issue using various methods of communication.

### Module III: Counselling

Nature, goals and areas of counselling; ethics in counselling; cultural sensitivity in counselling; intentional Counselling and interviewing.

Counselling Situations: Developmental, preventive, educative, facilitative.

Process and stages of Counselling; Qualities of an effective counselor: Empathy, genuineness and non-possessive warmth

Counselling Skills: Building rapport, mind skills, feeling skills, relationship skills.

### Module IV: Approaches to Counselling

Rogers Person-centered Approach

Beck's Cognitive Therapy; Ellis' Rational Emotive Behaviour Therapy

Behaviour Counselling and Therapy: common principles, methods based on classical conditioning, methods based on instrumental conditioning

Gestalt Therapy: assumptions, games and exercises; Existential approaches

Eclectic model; Indigenous Approach: Mindfulness, meditation, yoga, philosophy of *Nishkam Karma* and Non-Doer.

### Module V: Group and Relational Approaches

Couple and Family Counselling: Issues related to dysfunctional communication, roles and boundaries in the family; Intervention strategies

Group Counselling: Process, advantages and disadvantages

Counselling in family Counselling centers, family courts, counselling bureau, vocational Counselling centers, mental health centers, child guidance clinics, correctional institutions, de-addiction and rehabilitation center, educational institutions.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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## FIELD WORK PRACTICUM-III

Course Code: SCW4304

Credit Units: 04

### Course Objective:

The emphasis is on-learning skills which revolve around specific tasks where cause-effect relationships are understood, where the persons have problems but they are more victims of their life circumstances rather than of pathology for which great knowledge of psychological and social dynamics would be required and lower order of skills of intervention is required to be utilized. The processes dealt with at the individual, group or community is specific. Show dynamics but do not require unusual skills of intervention. Administrative tasks are also specific, e.g. planning and programming around a specific service.

The specific objectives of field-work in the third semester may include:

1. Development of the knowledge of:
  - (a) Socio-economic background and the living condition of tire vulnerable groups and the problems confronting them.
  - (b) Problem-solving techniques utilized in the specific area of work of the organization where student is placed.
  - (e) The use of simple research procedures and maintenance of scientific data to assess problems/needs/agency.
  
2. Development of skills in :
  - (a) Work with individuals, families, groups and communities and seeing the need for an integrated approach to problem solving.
  - (b) Selecting and utilization of community resources.
  - (c) Work as a member of a team with other professional anti own discipline to, plan, organise and implement projects, programmes with emphasis cm the use of the process in problem-assessment and problem solving.
  
3. Development of professional attitudes, conducive to work with individual families group and communities, leading gradually to an awareness of self as a professional person.

Efforts will be made to work out objectives in each semester for every student in field practicum according to the nature and services of the agency and his performance will be evaluated accordingly.

### Methodology

Each student will engage themselves in interaction and observation of social phenomenon and processes in a subject/ field of their choice. Student will then present their findings in the form of a paper for seminar discussions. Similarly, field work will be done by students in their area of interest and present their practical observations, as a report with analysis and suggestions.

### Examination Scheme:

Field/Seminar Report :	40 marks
Viva-Voce :	30 marks
Internal Faculty and Interaction :	10 marks
Presentation/Daily Diary Report :	20 marks

# SUMMER INTERNSHIP EVALUATION

Course Code: SCW4335

Credit Units: 06

## GUIDELINES FOR INTERNSHIP FILE AND INTERNSHIP REPORT

*(These guidelines will be useful for undertaking an internship programme during the summer or at any other time wherein the student/ researcher works full time with a company/organization)*

There are certain phases of every Intern's professional development that cannot be effectively taught in the academic environment. These facets can only be learned through direct, on-the-job experience working with successful professionals and experts in the field. The internship programme can best be described as an attempt to institutionalize efforts to bridge the gap between the professional world and the academic institutions. Entire effort in internship is in terms of extending the program of education and evaluation beyond the classroom of a university or institution. The educational process in the internship course seeks out and focuses attention on many latent attributes, which do not surface in the normal class room situations. These attributes are intellectual ability, professional judgment and decision making ability, inter-disciplinary approach, skills for data handling, ability in written and oral presentation, sense of responsibility etc.

In order to achieve these objectives, each student will maintain and submit a file (**Internship File**) and a report (**Internship Report**).

### INTERNSHIP FILE

The Internship File aims to encourage students to keep a personal record of their learning and achievements throughout the Programme. It can be used as the basis for lifelong learning and for job applications. *Item scan be drawn from activities completed in the course modules and from the workplace to demonstrate learning and personal development.*

The File will assess the student's analytical skills and ability to present supportive evidence, whilst demonstrating understanding of their organization, its needs and his/her own personal contribution to the organization.

The File is essentially a comprehensive documentation of how one proceeds while working on the assignment and should be regularly checked by the faculty guide/ supervisor, issues discussed with the students, doubts if any clarified and signed as having done so. This will form the basis of **continuous evaluation** of the project.

The File will include *five sections* in the order described below.

1. **The Title Page** – An Internship Experience Report For (Your Name), name of internship organization, name of the Supervisor/Guide and his/her designation, date started and completed, and number of credits for which the report is submitted.
2. **Table of Content** – An outline of the contents of the file by topics and subtopics with the page number and location of each section.
3. **Introduction** – Short, but should include how and why you obtained the internship experience position and the relationship it has to your academic/professional and career goals.
4. **Main Body** – Should include a brief summary/ executive summary of the **Internship Project Report** that the student has worked on, an **analysis of the company/organization** in which the student is working, a **personal review** of the student's management skills and how they have been developed through the programme, the daily tasks performed, major projects contributed to, dates and hours spent on a task, observations and feelings, meetings attended and their purposes, listing of tools and materials and their suppliers, and photographs if possible of projects, buildings and co-workers.
5. **Appendices** - Include pamphlets, forms, charts, brochures, technical and descriptive literature, graphs and other information related to your Internship experience.

### INTERNSHIP REPORT

The **Internship Report** is the research report that the student has to prepare on the project assigned by the organization. (Incase a student is not assigned a specific research project in the organization, he has to select any one aspect of the organization and prepare a research report on it). The lay out of the report should be as per the standard layout prescribed by the organization wherein the student

undertakes the Internship. In case, there is no layout prescribed by the organization the following components should be included in the report:

- **Title or Cover Page.**  
The title page should contain Project Title; Student's Name; Programme; Year and Semester and Name of the Faculty Guide.
- **Acknowledgements.**  
Acknowledgment to any advisory or financial assistance received in the course of work may be given. It is incomplete without student's signature.
- **Abstract**  
A good "Abstract" should be straight to the point; not too descriptive but fully informative. First paragraph should state what was accomplished with regard to the objectives. The abstract does not have to be an entire summary of the project, but rather a concise summary of the scope and results of the project. It should not exceed more than 1000 words.
- **Table of Contents**  
Titles and subtitles are to correspond exactly with those in the text.
- **Introduction**  
Here a brief introduction to the problem that is central to the project and an outline of the structure of the rest of the report should be provided. The introduction should aim to catch the imagination of the reader, so excessive details should be avoided.
- **Materials and Methods**  
This section should aim at experimental designs, materials used (wherever applicable). Methodology should be mentioned in details including modifications undertaken, if any. It includes organization site(s), sample, instruments used with its validation, procedures followed and precautions.
- **Results and Discussion**  
Present results, discuss and compare these with those from other workers, etc. In writing this section, emphasis should be laid on what has been performed and achieved in the course of the work, rather than discuss in detail what is readily available in text books. Avoid abrupt changes in contents from section to section and maintain a lucid flow throughout the thesis. An opening and closing paragraph in every chapter could be included to aid in smooth flow.

Note that in writing the various sections, all figures and tables should as far as possible be next to the associated text, in the same orientation as the main text, numbered, and given appropriate titles or captions. All major equations should also be numbered and unless it is really necessary, do not write in "point" form.

While presenting the results, write at length about the the various statistical tools used in the data interpretation. The result interpretation should be simple but full of data and statistical analysis. This data interpretation should be in congruence with the written objectives and the inferences should be drawn on data and not on impression. Avoid writing straight forward conclusion rather, it should lead to generalization of data on the chosen sample.

Results and its discussion should be supporting/contradicting with the previous research work in the given area. Usually one should not use more than two researches in either case of supporting or contradicting the present case of research.

- **Conclusion(s) & Recommendations**  
A conclusion should be the final section in which the outcome of the work is mentioned briefly. Check that your work answers the following questions:
  - Did the research project meet its aims (check back to introduction for stated aims)?
  - What are the main findings of the research?
  - Are there any recommendations?
  - Do you have any conclusion on the research process itself?
- **Implications for Future Research**  
This should bring out further prospects for the study either thrown open by the present work or with the purpose of making it more comprehensive.
- **Appendices**  
The Appendices contain material which is of interest to the reader but not an integral part of

the thesis and any problem that have arisen that may be useful to document for future reference.

➤ **References**

References should include papers, books etc. referred to in the body of the report. These should be written in the alphabetical order of the author's surname. The titles of journals preferably should not be abbreviated; if they are, abbreviations must comply with an internationally recognised system.

**The Layout Guidelines for the Internship File & Internship Report:**

- A4 size Paper Font: Arial (10 points) or Times New Roman (12 points)
- Line spacing: 1.5
- Top and bottom margins: 1 inch/ 2.5 cm; left and right margins: 1.25 inches/ 3 cm

**Assessment Scheme:**

**Continuous Evaluation:**

(based on Internship File and the observations of the faculty guide/ supervisor) 30%

**Feedback from Company/ Organization:** 10%

**Final Evaluation:**

(Based on Internship Report, Viva/ Presentation) 60%

# HUMAN RESOURCE DEVELOPMENT AND EMPLOYEE WELLNESS

Course Code: SCW4305

Credit Units: 03

## Course Objective:

- To develop multi facets of the personality and to build self confidence. To develop a spirit of continuous learning and innovation.
- To strengthen the competency base of individuals, teams and organization and also familiar with the organizational culture.
- To understand and further the organization culture.
- To appreciate the importance of bottom-line focus to the Human Resource function and trend toward HR Accountability.
- To understand the various approaches to and techniques of measuring HR issues.
- To create awareness of different types of information systems in an organization so as to enable the use of computer resources efficiently, for effective decision- making.

## Course Content:

### Module I: Human Resource Development (HRD)

Concept, origin and needs for HRD; Overview of HRD as a Total system; Approaches to HRD; human capital approach; social psychology approach and poverty alleviation approach  
HRD and its dimension  
Competency Mapping.

### Module II: HRD Interventions

Performance Measurement Systems: Fundamental issues. Feedback sessions.  
Organizational goal setting process, Key Result Area (KRA) and Key Performance Indicator (KPI), Coaching, Mentoring, career planning, career development, reward system, quality of work life.  
HRIS: Computers and computer based Information Systems. Measuring HR: Changing role of HR, HR as a strategic partner, the need for measuring HR.  
Approaches to measuring HR: Competitive Benchmarking, HR Accounting, HR Auditing, HR Effectiveness Index, HR Key Indicators, HR MBO (Management by Objectives).

### Module III: Instructional Technology

Learning and HRD; Building Learning Organization; Learning as intellectual capital, Measuring learning  
Architecting a learning organization, Organizational Learning, models and curriculum  
Factors and principles of learning; group and individual learning; HRD trends; Behavioural Sciences; Transactional Analysis Concepts of continuous learning, Behaviour modeling and self-directed learning  
Evaluating the HRD effort: Data gathering; analysis and feedback; HRD experience in Indian organizations; future of HRD - Organization culture and development.

### Module IV: Talent Development

Concept and importance; Training Need Analysis, process of training, designing and evaluating training and development programs. Use of information technology, Types and Methods of Training: Training within industry (TWI), External training: on and off the job; Training methods; lecture, incident process, role play, structured and unstructured discussion, in-basket exercise, simulation, vestibule, training, management games, case study, programmed instruction, team development, and sensitivity training;  
Review of training programs.

### Module V: Employee Wellness

Concept, philosophy, principles and scope; Importance and relevance of wellness programs, Role of Welfare Officer as per the Factories Act 1948. Relevance - with reference to Accidents, Absenteeism, Alcoholism, Domestic Violence: Preventive and remedial measures. Employee Counselling. Role of Counselor in Organizations. Corporate Social Responsibility (CSR): CSR as a business strategy. Environmental management systems ISO 14001, ISO 26000: Social responsibility guidance standard, environmental impact assessment.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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# MENTAL HEALTH AND PSYCHIATRIC SOCIAL WORK

Course Code: SCW4306

Credit Units: 03

## Course Objective:

- Understand the concepts of mental health and mental illness.
- Understand the signs and symptoms, etiology, diagnosis and treatment of mental health problems.
- Understand different services for the care of mentally ill.
- Understand historical background of psychiatric social work in India and abroad.
- Understand the nature of psychiatric social work services and relevance of team work.
- Understand the nature of collaboration with voluntary organizations for the welfare of mentally ill.
- Identify the issues related to psychiatric social work department in hospitals and community mental health settings.

## Course Contents:

### Module I: Mental Health

Concept of health and illness; WHO's definition of Health; Mental health and mental illness; Deficit and competence based models of mental health; Classification of Mental Disorders: International Classification of Mental Disorders (ICD) and Diagnostic and Statistical Manual of Mental Disorders (DSM) – 5.

Symptoms, etiology, diagnosis, prognosis and management of –Neuroses, Psychoses, Psycho physiologic disorders, Personality disorders, Psychiatric disturbances in children and adolescents, Organic psychotic conditions, Mental retardation.

### Module II: Introduction to Psychiatric Social Work

Meaning and Scope: Historical background of psychiatric social work in India and abroad; Reasons for its development as a specialty.

Application of social work methods and other related techniques used in the field

Multi-disciplinary approach and team work in mental health care Problems of hospitalization; Impact of mental illness on the patient, family and community.

### Module III: Practice of Social Work

Importance of home visit and visit to the place of work

Role of family in the treatment of mentally ill

Preparing the family and community for the return of the affected individual

Follow-up

### Module IV: Care of mentally ill:

Day-care centre, night-care centre, half-way-home, sheltered workshop, Occupational therapy units;

Role of voluntary organizations, governmental-agencies and paraprofessionals in the welfare of mentally ill.

Role of social worker in mental health centers, departments of psychiatry, general hospitals, child guidance clinics, community mental health units, correctional institutions, industries, and family welfare centers.

Role of social worker in the management of substance abuse. Educational avenues in psychiatric social work; Research avenue in the field of mental health for social workers.

### Module V: Organization of psychiatric social work

Psychiatric Departments: Functions and collaboration with other departments.

Community mental health and social work, NMHP, Innovations like Satellite clinics, district mental health programme etc.

Rehabilitation and Acts: Occupational therapy - Principles and practice - Psychosocial rehabilitation.

Mental Health Act, 1987.

The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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- Hudson, Barbara L. (1982). Social Work with Psychiatric Patients, London: Macmillan.
- Jones, Kathleen. (1972). A History of the Mental Health Services, London: Routledge and Kegan Paul.
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# SOCIAL WORK WITH FAMILIES AND CHILDREN

Course Code: SCW4307

Credit Units: 03

## Course Objective:

- To strengthen the professional competence of Social work Practice with families and children.
- To gain understanding of type of practice settings working with families and children.
- To understand the role of the profession and the stakeholders in the welfare of families and children.

## Course Content:

### Module I: Social Work with Families and Children

Working effectively with children and families, Values and Ethics in social work with children and families, Family as a Client System, Strengthening Family structure and Communication.

### Module II: Process of Intervention

Social Worker-client relationship, Social Study, Assessment, Goal Setting, Contracting, Intervention; Development of practice skills: Conceptual skills, Interviewing skills – Informational interview, Diagnostic/Assessment interview, Therapeutic Interview, Recording skills, Evaluation.

### Module III: Social Work Practice in different settings

Social Work interventions for children in different settings: school settings, correctional settings, institutionalized children, community based interventions, children in care and protection, adoption centres, street children, children abusing substances, children in clinical settings, Social work interventions for families in different settings: Family Counselling centres, short stay, Respite care, Destitute homes, Clinical settings.

### Module IV: Role of the Social Worker

Role of the Social Worker while working with children and families: Case worker, Group Facilitator, Community Organizer, Case Manager, Enabler, Reformer, Project Manager, Researcher, Activist, Advocacy and Lobbying, Sensitisation, Campaigning, Social Audits, Trainer, Monitoring and Evaluation, Documentation, Fund Raising, Resource Mobilisation, Policy Planning, Catalyst, Change maker, Role Model, Community Organiser, Coordinator, Enabler, Reformer, Facilitator, Volunteer

### Module V: Stakeholder's Participation

State, Global Community, NGO's, Institutions of National Importance, Judiciary, Bureaucrats, Policy Makers, Social Activist, Educational Institutions, PRI's, Self Help Groups, Community Leaders, Religious Institutions, Gram Panchayats, Police, Health Workers, Grassroot Level workers, Anganwadi Workers, ASHA's, Donors, Volunteers, Youth, Civil Society Organisation, Community Based Organisations.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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# CORRECTIONAL ADMINISTRATION AND SERVICES

Course Code: SCW4308

Credit Units: 03

## Course Objective:

- To acquaint with the correctional institution and non-institutional programmes.
- To understand the different services for juvenile, young and adults offenders and also to understand the legal provisions and procedures for their assistance.
- To understand the role of custodial staff in the process of correction and rehabilitation.
- To understand the structure, function, treatment and facilities provided by the institutions.

## Course Content:

### Module I: Institutional systems

Introduction to correctional administration. History of Correctional Administration in India: Concept, objectives and functions of Correctional administration.

Institutional protection for children and young offenders: Juvenile Justice (Care and Protection of Children) Act -2002, 2005.

Observation Home, Juvenile Homes for Boys and Girls and their functions. District Shelter for boys and girls and their functions.

### Module II: Institutional Treatment for Released Offenders and Convicts

Prison: Historical development of prison system; Indian Prison Act, Prison Manual (Haryana).

Prison administration, prison Labour, prison discipline and prison education; Pre-release programs; Prisoners' Welfare Board.

Open-air prison: Historical development of open-air prison system, organization and administration.

### Module III: Non-institutional systems

Probation: Historical development of probation system, principles and procedure.

Parole: Historical development of parole; functions and powers of Parole Board; Conditions under the Prison Manual. Indian Penal Code, provisions on Parole.

Pre-release preparation of the parolee

### Module IV: After care services

Legal provision for establishing social institution.

Provision for assistance to released prisoners: Role of voluntary organization, corporate bodies and the state in the rehabilitation.

Prevention of Immoral Traffic Act: Its objectives; State Home for Women (Sthrinikethana)

Citizen committees, Police help-line.

### Module V: Social work intervention

Scope of social work intervention in prisons.

Role of social worker in the prison administration.

Social work practice in correctional services: Nature, scope and challenges

Comprehensive assessments: of offenders, their families, and communities to identify offenders' needs, strengths, ability to cope and any support networks they may require.

A career in social work at correctional services

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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# MANAGEMENT OF DEVELOPMENT AND WELFARE SERVICES

Course Code: SCW4310

Credit Units: 03

## Course Objective:

- To understand the overall environment and its impact on the nature, structure and development of organizations in corporate, public and voluntary sectors in the context of social work profession.
- To understand policies and procedures involved in establishing and maintaining human service organizations.
- To acquire skills to network and participate in the management of resources human, material and environmental.
- To develop skills to participate in management of programmes, as a part of the interdisciplinary team and initiate as well as develop new programmes.
- To develop ability to analyze the practices applied in specific settings.

## Course Contents:

### Module I: Social Services

Need for welfare and developmental organisations, Factors determining social welfare programmes, Development and Welfare organizations' response to societal needs; role of state, voluntary and corporate sector. Management services: Types of settings, organizational characteristics like origin, nature, size, structure, and design, organizational climate and impact of sociopolitical environment. Management process: Vision, Planning, Organizing, Directing, Staffing, Coordination, Reporting, Budgeting. Establishment: Registration, different types of legislations, legal status, constitution, rules and procedure, goals - Financial resources: Organizational Budget, Sources of finance, Fund Raising, Records, Audit.

### Module II: Physical Structure and Infrastructure

All activities related to acquiring, hiring and maintaining importable structure and infrastructure, maintenance of premises and daily upkeep. Enhancing the involvement and the potential of people in organization's executive boards, committees; professionals and other staff-relationship, communication, team work, and facilitating team building, supervision, and participation in training.

### Module III: Programme Development

Programme management: long term, short term, and Documentation. Project proposals based on felt-needs, nature of resources, eligibility criteria, records, evaluation and research. Impact analysis - Qualitative and quantitative

### Module IV: Public Relations

Public relations need and its promotion by all in the organisation. Representing the organization, networking, public, corporate and voluntary sector, resource building, accountability, transparency, use of media for publicity.

### Module V: Change and its Management

Understand and manage change, innovation in a rapidly changing social environment: for policy programmes and structure. Organizational understanding: Conflict, conflict resolution, creating positive climate.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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# Syllabus - Fourth Semester

## HUMAN RIGHTS AND SOCIAL WORK PRACTICE

Course Code: SCW4401

Credit Units: 03

### Course Content:

#### Module I: Human Rights

Definition and Classification

Civil and Political Rights, Socio Economic and Cultural Rights. Universal Declaration of Human Rights

Similarities and Differences between Human Rights and Fundamental Rights

#### Module II: Human Rights Acts and Institutions

Indian Constitution and Relevant Articles relating to HR. The protection of Human Rights Act 1993. Structure and Function of National Human Rights Institutions National HR Commissions National SC/ST Commissions National commission for Women National commission for Minorities State Human Rights Institutions State HR commissions State commission for women State commission for Minorities.

#### Module III: Human Rights in the Context of Specific Population

SC/ST, Religious Minorities

Physical, Visual and Mentally Handicapped.

HIV/AIDS victims

Refugees, War victims

Prisoners, Custodial Violence,

Women and Children, Senior Citizens

Work situations

#### Module IV: Social Policy

Definition, need, evolution and constitutional base; Sources and instrument of social policy.

Social Planning and Social Development: Meaning of social planning, community planning and community participation. Planning machineries at the State and National levels

Five year plans and Social development; Concept and indicators; social change and social development in India.

#### Module V: Social Legislations

Salient Features of Child Labour Act, Right To Information Act, Suppression of Immoral Traffic Act and Prevention of Immoral Trafficking. Domestic Violence Act.

### Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance,

EE: End Semester Examination

### References

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# SOCIAL WORK WITH URBAN, RURAL AND TRIBAL COMMUNITIES

Course Code: SCW4403

Credit Units: 03

## Course Objective:

- To develop an understanding of Urban, tribal and rural communities.
- To understand the characteristics and problems of urban, tribal and rural communities.
- To acquire knowledge about the contribution of Governmental and Nongovernmental Organisations to urban, tribal and rural development.
- To develop an understanding of the functions of Panchayath Raj Institutions .Gain knowledge about the application of social work in tribal and rural development programmes.

## Course Contents:

### Module I: Tribe in Relation to Caste and Nation

Nature and Characteristics of Primitive Cultures: Tribes in India and their ecological distribution.

Important tribal groups in India

Emerging Trends in Tribal Social Institutions: Family and Kinship Systems, Jati Structure, Economic Structure, Political organizations.

Characteristics of Tribal Society: Economic, Social, Political and Cultural Problems of Tribal Life.

### Module II: Government Programs for Tribal Societies

Post Independence Programs and their Impact on Tribal Societies Programmes of Voluntary Agencies and their Impact on Tribal Societies.

Analysis and Assessment of Tribal Communities; Special Problems of the Tribals in a different areas.

Social Work Practice in Tribal Development: Community organization as a method of intervention, Participatory Rural Appraisal (PRA), Logical Framework Approach/Analysis (LFA), Scope of other techniques of intervention in tribal community development.

### Module III: Rural Society and Poverty

Historical perspective: Dynamics in the village society; Caste/class relationships; Control and Power, Conflict and Integration. Poverty in the rural context; Nature and manifestations.

Analysis of Basic Problems: Issues faced by the rural poor such as Indebtedness, Bonded labour, Low wages, Unemployment, Underemployment, and other forms of exploitations.

Current Rural Development Programs in India: Council for the Advancement of People's Action and Rural Technology (CAPART) and other Rural Development Statutory Bodies. Panchayat Raj System in Indian states and its role in rural and tribal development.

Role of social worker in tribal and rural development programs.

### Module IV: Perspectives on Urban Community Development

Urban Economy: Urban economy in the context of land, labor, capital, technology, and organizations.

Concept and Meaning of Development: Basic Elements and Dimensions with an Urban Focus.

Economic Development in the Urban Context: Industrialization and Employment generation Different service sectors.

Infrastructure facilities: Road, Energy and Finance

Development of cities: production, distribution and the present shift; Economics of local Government – Revenue and tax collection and distribution for Development.

### Module V: Urban Development and Civic Administration

Growth of High-rise as well as slums; Slum-city relationship and its problems

Role of civic administration

Voluntary Organizations (NGOs) and urban dwellers

Role of law and town planning in urban development.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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- Mahanti, Neeti (1994). Tribal Issues - A Non-conventional Approach, New Delhi, Inter-India Publications.
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- Ramaiah, P. (1988). Issues in Tribal Development, Allahabad, Chugh Publications.

# FIELD WORK PRACTICUM-IV

Course Code: SCW4404

Credit Units: 03

## Course Objective:

The emphasis is on-learning skills which revolve around specific tasks where cause-effect relationships are understood, where the persons have problems but they are more victims of their life circumstances rather than of pathology for which great knowledge of psychological and social dynamics would be required and lower order of skills of intervention is required to be utilized. The processes dealt with at the individual, group or community is specific. Show dynamics but do not require unusual skills of intervention. Administrative tasks are also specific, e.g. planning and programming around a specific service.

The specific objectives of field-work in the Fourth semester may include:

1. Development of the knowledge of:
  - (a) Socio-economic background and the living condition of tire vulnerable groups and the problems confronting them.
  - (b) Problem-solving techniques utilized in the specific area of work of the organization where student is placed.
  - (e) The use of simple research procedures and maintenance of scientific data to assess problems/needs/agency.
  
2. Development of skills in :
  - (a) Work with individuals, families, groups and communities and seeing the need for an integrated approach to problem solving.
  - (b) Selecting and utilization of community resources.
  - (c) Work as a member of a team with other professional anti own discipline to, plan, organise and implement projects, programmes with emphasis cm the use of the process in problem-assessment and problem solving.
  
3. Development of professional attitudes, conducive to work with individual families group and communities, leading gradually to an awareness of self as a professional person. Efforts will be made to work out objectives in each semester for every student in field practicum according to the nature and services of the agency and his performance will be evaluated accordingly.

## Methodology

Each student will engage themselves in interaction and observation of social phenomenon and processes in a subject/ field of their choice. Student will then present their findings in the form of a paper for seminar discussions. Similarly, field work will be done by students in their area of interest and present their practical observations, as a report with analysis and suggestions.

## Examination Scheme:

Field/Seminar Report :	40 marks
Viva-Voce :	30 marks
Internal Faculty and Interaction :	10 marks
Presentation/Daily Diary Report :	20 marks

# DISSERTATION

Course Code: SCW4437

Credit Units: 06

## GUIDELINES FOR DISSERTATION

The aim of the dissertation is to provide you with an opportunity to further your intellectual and personal development in your chosen field by undertaking a significant practical unit of activity, having an educational value at a level commensurate with the award of your degree. The dissertation can be defined as a scholarly inquiry into a problem or issues, involving a systematic approach to gathering and analysis of information / data, leading to production of a structured report.

### Selecting the Dissertation Topic

It is usual to give you some discretion in the choice of topic for the dissertation and the approach to be adopted. You will need to ensure that your dissertation is related to your field of specialization.

Deciding this is often the most difficult part of the dissertation process, and perhaps, you have been thinking of a topic for some time.

It is important to distinguish here between 'dissertation topic' and 'dissertation title'. The topic is the specific area that you wish to investigate. The title may not be decided until the dissertation has been written so as to reflect its content properly.

Few restrictions are placed on the choice of the topic. Normally we would expect it to be:

- relevant to business, defined broadly;
- related to one or more of the subjects or areas of study within the core program and specialisation stream;
- clearly focused so as to facilitate an in-depth approach, subject to the availability of adequate sources of;
- information and to your own knowledge; of value and interest to you and your personal and professional development.

### Planning the Dissertation

This will entail following:

- Selecting a topic for investigation.
- Establishing the precise focus of your study by deciding on the aims and objectives of the dissertation, or formulating questions to be investigated. Consider very carefully what is worth investigating and its feasibility.
- Drawing up initial dissertation outlines considering the aims and objectives of the dissertation. Workout various stages of dissertation
- Devising a timetable to ensure that all stages of dissertation are completed in time. The timetable should include writing of the dissertation and regular meetings with your dissertation guide.

### The Dissertation plan or outline

It is recommended that you should have a dissertation plan to guide you right from the outset. Essentially, the dissertation plan is an outline of what you intend to do, chapter wise and therefore should reflect the aims and objectives of your dissertation.

There are several reasons for having a dissertation plan

- It provides a focus to your thoughts.
- It provides your faculty-guide with an opportunity, at an early stage of your work, to make constructive comments and help guide the direction of your research.
- The writing of a plan is the first formal stage of the writing process, and therefore helps build up your confidence.
- In many ways, the plan encourages you to come to terms with the reading, thinking and writing in a systematic and integrated way, with plenty of time left for changes.

- Finally, the dissertation plan generally provides a revision point in the development of your dissertation report in order to allow appropriate changes in the scope and even direction of your work as it progresses.

### **Keeping records**

This includes the following:

- Making a note of everything you read; including those discarded.
- Ensuring that when recording sources, author's name and initials, date of publication, title, place of publication and publisher are included. (You may consider starting a card index or database from the outset). Making an accurate note of all quotations at the time you read them.
- Make clear what is a direct quotation and what is your paraphrase.

**Dissertation format** All students must follow the following rules in submitting their dissertation.

- Front page should provide title, author, Name of degree/diploma and the date of submission.
- Second page should be the table of contents giving page references for each chapter and section.
- The next page should be the table of appendices, graphs and tables giving titles and page references.
- Next to follow should be a synopsis or abstract of the dissertation (approximately 500 words) titled: **Executive Summary**.
- Next is the 'acknowledgements'.
- Chapter I should be a general introduction, giving the background to the dissertation, the objectives of the dissertation, the rationale for the dissertation, the plan, methodological issues and problems. The limitations of the dissertation should also be hinted in this chapter.
- Other chapters will constitute the body of the dissertation. The number of chapters and their sequence will usually vary depending on, among others, on a critical review of the previous relevant work relating to your major findings, a discussion of their implications, and conclusions, possibly with a suggestion of the direction of future research on the area.
- After this concluding chapter, you should give a list of all the references you have used. These should be cross - references with your text. For articles from journals, the following details are required e.g.

Draper P and Pandyal K. 1991, The Investment Trust Discount Revisited, Journal of Business Finance and Accounting, Vol18, No6, Nov, pp 791-832.

For books, the following details are required: Levi, M. 1996, International Financial Management, Prentice Hall, New York, 3rd Ed, 1996

- Finally, you should give any appendices. These should only include relevant statistical data or material that cannot be fitted into the above categories.

### **The Layout Guidelines for the Dissertation:**

- A4 size Paper
- Font: Arial (10 points) or Times New Roman (12 points)
- Line spacing: 1.5  
Top and bottom margins: 1 inch/ 2.5 cm; left and right margins: 1.25 inches/ 3 cm

### **Guidelines for the Assessment of the Dissertation**

While evaluating the dissertation, faculty guide will consider the following aspects:

Has the student made a clear statement of the objective or objective(s).

If there is more than one objective, do these constitute parts of a whole?

Has the student developed an appropriate analytical framework for addressing the problem at hand.

Is this based on up-to-date developments in the topic area?

Has the student collected information/data suitable to the frameworks?

Are the techniques employed by the student to analyse the data / information appropriate and relevant?

Has the student succeeded in drawing conclusion form the analysis?

Do the conclusions relate well to the objectives of the project?

Has the student been regular in his work?

Layout of the written report

<b>Assessment Scheme:</b>	
<b>Continuous Evaluation:</b> (Based on Abstract, Regularity, Adherence to initial plan, Records etc.)	40%
<b>Final Evaluation:</b> Based on,	60%
Contents & Layout of the Report,	25
Conceptual Framework,	10
Objectives & Methodology and	10
Implications & Conclusions	15

# WITH PWD

Course Code: SCW4407

Credit Units: 03

## Course Objective:

- Gain knowledge about the concept of and different types of disabilities.
- Acquire an understanding of the theoretical models and approaches to disability
- Develop an attitude of respect and dignity towards persons with disability
- Become skilled at undertaking social work interventions with other stakeholders in the field of disability

## Course Contents:

### Module I: Concept of Disability and Impairment

ICIDH and WHO definitions of disability; causes, types Magnitude of various disabilities and their impact on persons with disability and their families

Discourses and models of disability

Developing an anti-oppressive and Inclusive understanding of disability

### Module II: Types, Causes and Rehabilitative Concerns

Types of disability: physical, sensory, intellectual, multiple disabilities, learning developmental disabilities, psychosocial disability

Causes, types and care for persons with disabilities (medical and other interventions including aids and appliances)

Process of rehabilitation: early identification, education, vocational rehabilitation, social inclusion and empowerment within the family and community.

Understanding the experience of disability: Limitations, strengths and potentials of persons with disabilities

### Module III: Impact of disability on individuals and their families

Reactions of parents/family members and individuals ways of coping with disability.

Needs and problems of persons with disability and their families across the life span and at critical stages in their lives

Social work intervention at each stage

### Module IV: Disability Intervention at Individual and Family Levels

Individual level strategies: Self help and support groups; assertiveness training, life skills enrichment

Family level strategies: Family crisis intervention, family centered intervention, parent guidance, parent training

Role of social worker in different settings: Hospital and treatment centers, home, educational institutions, vocational rehabilitation centers, the community

Multidisciplinary rehabilitation teams and their roles.

### Module V: Disability intervention at community and policy levels

Building awareness, community education, community based rehabilitation, advocacy and lobbying

Using international instruments (Salamanca Declaration, Standard Rules, UNCRPD) and legislations governing disability (Persons with Disability Act, 1995, RPD Bill, MHC Bill, RCI Act, National Trust Act, 1999) for advocacy

State's role in implementation of legislations.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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# SOCIAL WORK WITH HIV/AIDS

Course Code: SCW4408

Credit Units: 03

## Course Objective:

- To understand the issues related with HIV/AIDS positive cases.
- To develop an attitude of respect and dignity towards persons with HIV/AIDS.
- To become skilled at undertaking social work interventions with and HIV/AIDS cases.

## Course Contents:

### Module I: HIV and AIDS: The Current Landscape from a Death Sentence to a Chronic Disease

The History of the Epidemic; Nature of the retro virus; HIV as a Behaviourally acquired infection; Modes of transmission; Prevention of transmission of infection; Safer Behaviours  
HIV Testing and Treatment; the issues of Confidentiality; Counselling Centers; High risk populations; Bridge populations  
Enduring Themes of Stigma and Discrimination

### Module II: National Response for HIV/AIDS Management

A Health Crisis; Risk Factors for HIV; Vulnerable Groups: Youth and children, women, prisoners  
National Response to the HIV/AIDS Crisis: National AIDS Control Policy (NACP) I-IV and the Formation of NACO and SACS  
Challenges of Positive Living; Approaching the Epidemic Holistically  
Future for HIV/AIDS Social Work: Developing a New Agenda

### Module III: HIV/AIDS Prevention for MSM and IDU

Risk factors for Men Who Have Sex with Men, Diverse ideologies and psychosocial settings of MSM  
IDU practices and health risks; Nationwide distribution of IDUs  
Intervention for HIV-Prevention among MSM and IDU: Condom distribution and syringe exchange programs  
Intricacies of Counselling MSM and IDU

### Module IV: HIV/AIDS Prevention and Care for At-Risk Adolescents and Young Adults

The Disproportionate Impact of HIV on Young People; Reasons for High Risk among Youth for HIV Infection  
HIV/AIDS Education for Adolescents and Young Adults; Sex and reproductive education; Impacts of Drugs and Alcohol on HIV transmission; Adolescent Sexual Minorities, Sexual Behaviour  
Experimentation among Adolescents; Assessment with Adolescents and Young Adults; The HEADSS Assessment Model; Suicide Risk/Depression Screening of Adolescents  
Community Level Interventions Targeted at Adolescents for HIV Prevention

### Module V: HIV Case Management: The Social Work Perspective

The Hub of Service Provision  
Understanding Social Work Case Management  
Description of Supportive HIV Case Management Services  
Common Risks in People Living with HIV or AIDS  
The Top Five Skills of an HIV Case Manager  
The Top Five Attitudes of an HIV Case Manager  
Partnership with people affected by HIV/AIDS

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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# DISASTER MANAGEMENT

Course Code: SCW4410

Credit Units: 03

## Course Objective:

- Understand key concepts, theories and approaches of disaster management with specific reference to Indian context.
- Develop skills to analyse factors contributing to disaster. Develop an understanding of the process of disaster management. Develop an understanding of the social worker's role in the team for disaster management.

## Course Contents:

### Module I: Disasters

Concept, types and impact - Famine, floods, cyclones, hurricanes, warfare, earthquake, volcanoes; traditional and modern disaster threats and care factor, classification of disasters; Disaster management - Definition and concept; approaches to disaster management, importance and relevance of disaster management in the present environmental scenario, cases studies of disaster management.

### Module II: Disaster and Social Work Intervention

Scope of disaster related intervention, intervention during disaster impact stage, trauma Counselling and crisis intervention, post disaster management, damage assessment and long term rehabilitation and reconstruction, networking and co-ordination between government, NGOs, donor agencies, local bodies, police, military etc.

### Module III: Disaster Prevention and Preparedness

Vulnerability analysis, hazard mapping, community based disaster preparedness programmes, training for CBDP, preparedness for post-disaster emergency response and long term rehabilitation, organization and planning, logistics; resource utilization, specialized skills and training needs; public awareness and education; first-aid training, civil defense training.

### Module IV: Institutions and Instruments in Disaster Response

International decade for natural disaster reduction and UN resolutions, administration of relief in India - National, state, district and local levels.

### Module V: Disaster related legislations and policies

National and international donor agencies; NGOs, mental health institutions in disaster management and relief.

## Examination Scheme

Components	CT	CT/H/P/V/Q	CT	A	EE
Weightage (%)	7	10	8	5	70

CT: Class Test, H: Home Assignment, P/V/Q: Presentation/Viva/Quiz, A: Attendance, EE: End Semester Examination

## References

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